

14. Position Summary

Position is a professional class which includes examining and auditing performed under close progressing to limited supervision. Incumbent will become familiar with internal operating procedures and examination principles and process through assisting on financial field examinations and the in-office audit of insurance companies' financial statements, premium taxes, and fire department dues reports. Incumbent will assist examiner-in-charge on financial field examinations and will act as examiner-in-charge on less complex field examinations of small companies. Out-of-town travel is required.

Goals and Worker Activities

- 50%    A.    Participate in and provide assistance to the examiner-in-charge on field examinations.
  - A1.    Review the examination plan to ensure an understanding of the objectives of the examination.
  - A2.    Review previous examination report and work papers on the company.
  - A3.    Review annual report to ascertain company status and possible special exam review areas.
  - A4.    Review CPA audit reports, holding company filings and other pertinent financial data and as assigned prepare documentation of review.
  - A5.    As assigned verify assets, liabilities, surplus position, income and disbursements.
  - A6.    Review company methods and practices.
  - A7.    Bring to the attention of the examiner-in-charge questions, discrepancies in figures or variance of company status from requirements of rules and statutes.
  - A8.    Prepare work papers which describe findings and conclusions in assigned areas.
  
- 30%    B.    Participate in in-office projects.
  - B1.    Audit town mutual annual statements as assigned.
  - B2.    Audit returns for premium taxes and fire department dues.
  - B3.    Audit domestic annual statements as directed by office project coordinator.
  
- 10%    C.    Function as examiner-in-charge of less complex field exams of small companies.
  - C1.    Review previous examination report and work papers on the company.

Supervisor's Initials: \_\_\_\_\_  
Employee's Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

- C2. Review annual report to ascertain company status and possible special exam review areas.
- C3. Prepare examination plan and review with supervisor.
- C4. Instruct and discuss with other examiners assigned to the exam the goals of the exam and their specific assignments.
- C5. Verify assets, liabilities, surplus position, income and disbursements.
- C6. Review company methods and practices.
- C7. Interview company employees as needed to reach goals of exam.
- C8. Bring to the attention of the supervisor complex questions, discrepancies in figures or variance in company status from requirements of rules and statutes.
- C9. Review and evaluate performance of assisting examiners.

10% D. Participation in on-the-job training.

- D1. Study applicable administrative codes, state statutes, and internal procedure manuals to become familiar with governing regulations.
- D2. Review audit program guides to gain knowledge of examination methods and procedures.
- D3. Review examination reports and work papers to become familiar with and raise questions about the examination procedures.
- D4. Discuss with senior staff the role of the Office of the Commissioner of Insurance in determining the financial status of insurers.
- D5. Review newly enacted administrative code and statutes impacting on the exam process.
- D6. Review examiner-in-charge responsibilities with Supervisor and Senior Examiners as needed.

Knowledge, Skills and Abilities

- Well developed skills in speaking, writing, interacting with others, and in comprehending highly complex written material.
- Comprehensive and advanced knowledge of contemporary accounting or auditing principles, practices and techniques.
- Auditing skill in analyzing complex systems and records.
- Financial statements
- GAAP; GAAS; federal tax; governmental and/or nonprofit accounting.
- Cost accounting
- Data processing systems, analyses, terminology and practices.
- Statistics

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Employee's Initials: \_\_\_\_\_

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